

# Daily Menu Planning and Production Record

Date	Meal	Menu	Number to be served	Food items used	Amount prepared or served

## Menu Checklist:

1. Does each snack contain at least two components, each from a different food group?
2. Have you been very specific about the type of item to be served and how it is prepared?
3. Have you been specific about the package sizes and/or weight of food prepared.

# Daily Menu Planning and Production Record SAMPLE

Date	Meal	Menu	Number to be served	Food items used	Amount prepared or served
9/10	Supper	Baked Fish Fillets Macaroni and Cheese Green Beans Peach Slices Milk	40	Fish Macaroni Green Beans Peaches Milk	2.5 pounds 2 pounds 1 #10 can 2 #10 cans 40 ½ pints
9/10	Snack	Blueberry Muffins Apple Juice	65	Muffins  Apple Juice	65 – 3 ounce muffins  5 – 64 ounce cans
9/11	Supper	Hamburger on a bun French Fries Mixed Fruit Cup Milk	35	Ground beef patties Frozen French Fries Fruit Cocktail Buns Milk	35 – 3.2 ounce patties 10 pounds  2 #10 cans 3 – 16 ounce pkgs. 35 ½ pints
9/11	Snack	Cheerios Milk	55	Cheerios Milk	3 – 24 ounce boxes 55 ½ pints

## Menu Checklist:

1. Does each snack contain at least two components, each from a different food group?
2. Have you been very specific about the type of item to be served and how it is prepared?
3. Have you been specific about the package sizes and/or weight of food prepared.